



## Paychex Instructions for W2 Employees

With this memo we are pleased to introduce you to our Employee Self-Service website provided to us with our payroll services. The web address is <https://eservices.paychex.com/secure>. Your Company ID is 0480-9044

Your username is the first initial of your first name combined with your full last name, all using lowercase letters (example: "Joseph Bean" would be **jbean**). Your temporary password is the first initial of your first name combined with the first initial of your last name (both capitalized) and the last four digits of your Social Security number (example: Joseph Bean with a Social Security # XXX-XX-6677 would be **JB6677**). Note: The first two letters are capitalized

Upon clicking the Secure Login button for the first time, you will be prompted to change your password. **NOTE:** For password resets, please contact your payroll administrator.

Log in and check out the many features this new service has to offer!

### Employee Tab

- Select Tax Status
  - Federal
    - Update "Filing status"
    - Update "Number of allowances"
  - State
    - Update "Filing status"
    - Update "Number of allowances"
  - Click on Save

### Direct Deposit

- Click on Add a direct deposit
- Direct Deposit Description (Code): Select "Checking Net" or "Savings Net"
- Deposit Amount (\$ or %): Select "Remainder of net pay"
- Account Type: Select "Checking" or "Savings"
- Enter Routing Number
- Enter Account Number
- Select "Confirm Changes" (This will take you to the main screen)
- Click on "Confirm Changes" again

### Select Administration tab,

- Employee Information
  - Update "Address"
  - Update "Phone Number"
  - Update "Social Security Number"
  - Update "Birth Date"
  - Click on Save
- Forms & Documents
  - Company Documents
  - View the 19 Form, fill out and sign the document, and scan (or take a good photo) of the completed form to your computer
  - Employee Documents
    - Upload the completed form
    - Click on Add New Document
    - In Document Title, Type in the name of the document you're adding
    - In the Document, click on Browse, find the document on your computer,
    - Click open
    - Click on Save

You are now done!